

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 11-73

August 15, 2011

TO: All Regional Directors, Officers-in-Charge
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Managerial and Supervisory Performance Plans Beginning 2012
Appraisal Year

Two committees, comprised primarily of Regional Office managers and supervisors, have developed revised performance plans for all Regional Office managerial and supervisory positions.¹ These plans, effective August 2011, are now available on the Operations page of the intranet under “Managerial & Supervisory Materials”.

The critical elements in each plan have been revised to be consistent with the responsibilities of the positions. Consistent with OPM and OMB guidelines, these performance plans were aligned with the Agency’s strategic plan and overarching measures, as well as with the Regional Director’s performance plan. Although the performance plans set forth the strategic plan and overarching measures, managers and supervisors will be evaluated only on the organizational measures in each critical element. Recognizing that there may be different responsibilities among managers and supervisors in each position, a portion of footnote one in each plan states: “It is understood that the non-assignment by Regional management of certain organizational measures will not be construed adversely in the evaluation of performance against the incumbent but shall merely indicate that such factors either were not assigned or no opportunity occurred during the rating period for such assignment, unless the non-assignment was the result of incumbent’s performance.”

The four critical elements in each plan² were retained, but Critical Elements 1 and 2 each represent 30% of the appraisal and Critical Elements 3 and 4 represent 20% each. This is consistent with OPM’s guidelines that at least 60% of the performance plan evaluate “results” and with the Regional Director plan. Accordingly, to receive a summary rating of Outstanding, it is necessary to be rated Outstanding in both Critical Elements 1 and 2, in addition to an Outstanding rating in Critical Elements 3 and/or 4. The same linkage applies to Commendable and Fully Successful summary ratings.

¹ At this time we have not drafted a new performance plan for Office Managers.

² Unlike the previous performance plans, under the new performance plans Critical Element 1 evaluates Quality and Critical Element 2 evaluates Efficiency and Effectiveness.

Each manager and supervisor should review his or her performance plan and advise the Regional Director in writing that this has been accomplished by August 26. Regional Offices should retain these written notifications.

If you have any questions regarding this memorandum, please contact your AGC or Deputy or the undersigned.

/s/
A.P.